

**AMERICAN EMBASSY  
DAKAR, SENEGAL  
VACANCY ANNOUNCEMENT**

**JOB ANNOUNCEMENT NUMBER: DKR-2011-023**

**OPEN TO:** All interested candidates  
**POSITION:** Development Assistant Specialist, FSN-12/FP-3  
**OPENING DATE:** April 27, 2011  
**CLOSING DATE:** May 13, 2011  
**WORK HOURS:** Full-time position, 40 hours/week

***ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.***

The U.S. Embassy in Dakar is seeking an individual for the position of **Development Assistant Specialist**. This position is located in the Office of the Millennium Challenge Corporation (MCC) in Dakar, Senegal.

*A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. For a copy, please send a request via e-mail to [PersonnelDakar@state.gov](mailto:PersonnelDakar@state.gov)*

**BASIC FUNCTION OF POSITION**

The MCC is a U.S. Government agency whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in people. MCC is an innovative, partnership-based approach to development assistance involving substantial resources and a high degree of consultation with a sharp focus on achieving measurable results.

MCC, by design, has a lean presence on the ground but a high degree of responsibility for large, multi-faceted programs that are implemented by partner countries. As a result, members of MCC's small Mission staff will need to be highly skilled, flexible, and able to create structure from the ground up, have very sound and skilled independent judgment and be tolerant of pressure and change. The incumbent must exhibit excellent technical ability and social judgment.

The Development Assistant Specialist (DAS) serves as the senior FSN specialist and project implementation expert within the Millennium Challenge Corporation Senegal team. She/he will develop, implement and manage a wide range of technical project activities, policy positions, budget and fiscal oversight, program planning and other complex issues related to the host country-led development program.

The DAS is responsible for creating effective working relationships with relevant government officials in Senegal, with MCC Washington staff, the donor community, key stakeholders throughout Senegal, and other organizations interested in the MCA program. She/he will play a critical role in the successful implementation and oversight of the MCA-Senegal program as she/he assists the Resident Country Director (RCD) and Deputy Resident Country Director (DRCD) to provide ongoing guidance, advice, technical inputs and feedback and support on program implementation. The DAS will report regularly to the RCD and will be held to very high professional standards within the small MCC core team.

**QUALIFICATIONS REQUIRED:**

- a. **Education:** Possession of a 4 year advanced degree in the area of economics or economic development, finance, public administration, public health, international trade, business administration, or civil engineering.

- b. **Prior Work Experience:** A minimum of five years of work experience related to economic development, strategic planning, program design, budgeting, analysis and reporting preferably to include experience collaborating with GOS agencies and international organizations, local or international NGO's and/or foreign investors.
- c. **Language Proficiency:** Level IV (Fluent) in English both spoken and written and Level IV (Fluent) in French spoken and written is required.
- d. **Skills and Abilities:**
- Significant experience in negotiating and managing complex activities in a team environment.
  - The ability to prepare and maintain financial, budgetary, economic, and/or technical analyses and evaluations.
  - Must have demonstrated ability to communicate effectively, both orally and in writing, plus the ability to develop and maintain and engage a broad range of contacts in the public and private sectors as well as within key US Embassy posts.
  - Data management and analysis skills, including computer literacy with experience in the design and use of spreadsheets, basic database functions, and word processing.
  - Must be able to obtain, analyze and evaluate complex material; prepare accurate, factual and analytical reports; and provide objective advice
  - Excellent interpersonal skills are required.
- e. **Specialized Skills for this Position**
- The DAS should have significant experience in the field of economic and social development in Senegal with the private sector, an international financial institution, multilateral organization or international or local NGO.
  - Substantial knowledge of the Senegal development context, including GOS national development policies and priorities, constraints to economic growth, and current socioeconomic trends. Some knowledge of Compact-related sectors (technical and vocational education, health property rights and land privatization, and rail/transport) is highly desirable.
  - Knowledge of the principles, concepts and methodology involved in the development, implementation, management and evaluation of international development and/or investment program/projects, and in particular those involving large scale infrastructure investments.
  - Experience in a team setting; experience in researching and preparing effective communications and reports assessing and describing program/project progress.
  - Background in conducting program oversight, management to include experience in the analysis and interpretation of data, and in the preparation of analytical reports regarding implementation and impacts of investments and/or assistance is required.

**SELECTION PROCESS:** When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

*NOTE: Only short listed candidates will be contacted.*

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) Current employees serving a probationary period are not eligible to apply.
- (3) Current Ordinarily Resident (OR) employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
- (4) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to

apply for advertised positions within the first 90 calendar days of their employment.

(5) Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

(6) Background check will be conducted if selected.

**TO APPLY:** Interested candidates for this position must submit the following or the application will not be considered:

(1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.

(2) Letter of motivation addressing the qualification requirements of the position as listed above,

(3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.

(4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

**SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office**  
**E-mail Address: [PersonnelDakar@state.gov](mailto:PersonnelDakar@state.gov)**

**CLOSING DATE FOR THIS POSITION: April 29, 2011**

*The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

#### **DEFINITIONS:**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP).

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.